
Northeast Oregon Alliance Regional Strategies Board Rural Investment Fund

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APPLICATION FOR FUNDING ASSISTANCE

For Projects Benefiting the Rural Areas of Umatilla, Union and Wallowa Counties

Please type or print. Use this form, responding only in the space provided.

Applications will be accepted at the above addresses between April 1, 1996 and June 3, 1996.

1. Applicant Information

A. Legal Business Name/Organization: _____

B. Legal Structure (proprietorship, partnership, corporation, county municipality,
port/water/sanitary district): _____

C. Address: _____

D. Telephone: _____ FAX: _____

E. IRS Employer ID: _____

2. Project Manager Information

A. Name: _____ Title: _____

B. Organization: _____

C. Address: _____

D. Telephone: _____ FAX: _____

3. Rural Investment Fund(RIF) Funding Request

This project is requesting _____ in RIF grant funds.

4. Rural Investment Fund Project: Identify the activities involved in the project for which applicant is requesting funding and each activity's source of funds. **Important:** For any matching cash or in-kind amounts specified, attach either a letter of commitment from the appropriate entity or individual or the first page of an application already submitted for funding (Exhibit A).

Specific Activity	Cash					In-Kind		Total Expenditures	Completion Date
	RIF	Federal	Other State	Recipient	Other Local	Value	Source		
Totals									

5. How does your project fulfill the mission of the Region's Rural Action Plan? If it does not fulfill the mission of the Rural Action Plan, what exceptional circumstances are associated with the project that should make it eligible for funding?

6. Briefly explain what the RIF project will accomplish:

7. Identify work associated with the RIF project that will be completed at a later date (i.e., additional phases, etc.):

8. Is this project self-sustaining? Explain who will own any improvements associated with the project and how the project will be maintained.

9. Is this project included in any local strategic, economic or community development plan(s)? If so, list the plan(s).

10. Provide information regarding any legal, planning and/or political problems associated with the project and the timeline in which they will be remedied.

11. How will the project's success be measured? Propose data to be measured and reported. Examples of the types of measurements that could be utilized follow: dollars leveraged, number of people benefited, sales level increase, project completion (document prepared, construction complete, etc.), cost effectiveness analysis (include description of proposed methodology), jobs created, jobs saved, etc.

Measurement	Base Data	Projected Data			
	12/31/95	12/31/96	12/31/97	12/31/98	12/31/99

Description of methodology to be used:

12. Supporting Documents. Provide six copies of the application and the following documentation. Note the appropriate exhibit letter on the documentation. **Important: be sure to include all applicable exhibits.** Applications submitted will be reviewed by staff prior to submission to the board; incomplete applications will be returned without board review.

Be sure to clearly and individually mark "confidential" on any information "of a nature that reasonably should be kept confidential" which the applicant is submitting to the board in confidence (ORS 192.502(3)).

- ♦ Exhibit A: Either a letter of commitment from the appropriate entity (including applicant, if applicable) or the first page of an application already submitted for funding for each cash or in-kind funding amount specified in item 5.

Private applicant only (Public applicant skip to Exhibit N):

- ♦ Exhibit B: Resumes of all principals or owners, which show percentage of ownership.
- ♦ Exhibit C: Certificate of Good Standing (corporations only).
- ♦ Exhibit D: Current Credit Report (non-profits only; others see below).
- ♦ Exhibit E: Federal Tax Returns for last two years (non-profits only; others see below).

Private for-profit businesses also include:

- ♦ Exhibit F: Current Business Credit Report.
- ♦ Exhibit G: Current Personal Credit Reports for all principals or owners of 20% or more.
- ♦ Exhibit H: Business Profit and Loss and Balance Sheets for most recent two full years, plus interim.
- ♦ Exhibit I: Personal Federal Tax Returns for last two years for all principals or owners of 20% or more.
- ♦ Exhibit J: Business Federal Tax Returns for last two years (if filed separately).
- ♦ Exhibit K: One-page detailed description of current facility, machinery and equipment.
- ♦ Exhibit L: Cash flow projections for two years.
- ♦ Exhibit M: Business Plan that includes at a minimum: a brief market analysis, a description of the business and product/service, a description of the project benefits and costs, and qualifications of the business management team.

Public applicants only:

- ♦ Exhibit N: Minutes of the applicant's meeting at which submission of this application was approved.
- ♦ Exhibit O: Comprehensive Annual Financial Reports for last two years of applicant, or if none, reports of the applicant's fiscal agent.
- ♦ Exhibit P: Current Budget of applicant, or if none, budget of the applicant's fiscal agent.

13. Certification:

Signature of Principal/Highest Elected Official

Date

Printed Name of Signatory

Printed Name of Preparer